

Touch-Tone Registration

Want a quick, easy, convenient way to register for programs? You got it!

Use Touch-Tone Registration to register for most courses, programs and activities, any hour of the day or night, seven days a week. With today's increasing demands on family time, Parks and Recreation offers our customers a quick and easy way to register. All it takes is your phone, your Parks and Recreation account card (call 748-1623 to get one) and your MasterCard, VISA, or VISA/MasterCard debit card number.

To get a Parks and Recreation Account Card

Complete the form below and fax it to us: (804) 751-4131. Or mail it to us: Chesterfield County Parks and Recreation, P.O. Box 40, Chesterfield, VA 23832. Need special assistance? Call (804) 748-1623.

Find the TT button!

Whenever you see this symbol next to a program, it indicates that you can use our easy, Touch-Tone Registration process.



Here's how it works:

1. Phone (804) 768-7722.
2. Press "1" for the registration menu.
3. Press "1" again to register.
4. Enter the "Personal Barcode Number" (from your Parks and Recreation account card) for the person you want to register.
5. Enter the "Family PIN" (from your Parks and Recreation account card).
6. Enter the "Course Number" (from Parks and Recreation's Program Guide).
7. Enter your VISA, MasterCard or debit card information.

It's that easy!

You'll receive confirmation by mail.

TOUCH-TONE



APPLICATION FORM FOR TOUCH-TONE ACCOUNT

CHESTERFIELD COUNTY PARKS AND RECREATION DEPARTMENT



Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ E-mail _____

☐ Current Customer ☐ New Customer

Chesterfield County Resident: ☐ Yes ☐ No

Please list all family members

Last Name	First Name	Date of Birth* Mo/Day/Yr	Sex

Mail completed form to Parks and Recreation Department, P.O. Box 40, Chesterfield, VA 23832.

Or fax completed form to (804) 751-4131.

* required
information

Employment Opportunities

Recreation Supervisors, Leaders and Therapeutic Recreation Staff:

Chesterfield County Parks and Recreation is seeking individuals to supervise children during our summer drop-in recreation programs. Salary range varies with qualifications and experience. Details: Dave Caras, 748-1132

Specialized Class Instructors:

Instructors and volunteers are needed to lead and instruct preschoolers, youths, teens, adults, senior adults and individuals with disabilities in recreational activities and classes in dance, health, fitness, crafts and hobbies. Details: Dave Caras, 748-1132

Adverse Weather Hot Line 748-1001

Field Closings and Facility Closings

Field Closings: Decisions regarding weekday field closings due to weather conditions are not made until 4 p.m. weekdays. Decisions regarding games at outdoor school sites are made by league commissioners.

Facility Closings: If you are not sure about the status of a facility or activity, first call the hot line, then try the appropriate staff, and then Parks and Recreation at 748-1623.

Facility Reservation Information

Bensley Community Building: 275-5321
Ettrick Community Building: 526-5596
Fairgrounds/Exhibition Hall: 748-1126
Horseback Riding Rings: 748-1126
Picnic Shelters: 751-4696

Picnic Shelter Reservations

Picnic shelters may be reserved after Jan. 1 each year. Reservations are available from mid-March through mid-November. Shelters may be reserved from 9 a.m.-2 p.m., 3-8 p.m. or 9 a.m.-8 p.m. Shelters can hold up to 150 people each. Please contact us for events that will include more people. Fees range from \$40 to \$90. Special activities and events at the shelters require additional approval. For shelter reservations, call (804) 751-4696 or access a shelter reservation form at www.chesterfield.gov.

Picnic shelters are available at these locations:

Daniel Park at Iron Bridge	Harrowgate Park
Dodd Park at Point of Rocks	Huguenot Park
Ettrick Park	Robious Landing Park
Goyne Park	Rockwood Park



How to Reach Us

The department administration building, located at 6801 Mimms Loop, is open from 8:30 a.m. to 5 p.m., Monday through Friday, except on government holidays.

(804) 748-1623; TDD – (804) 748-1127

www.chesterfield.gov

Parks Numbers

If you have a question about a specific park, you can call that park directly from 7 a.m. to 3:30 p.m.

Main Parks Office	748-1624 (8 a.m.-5 p.m.)
Dodd Park at Point of Rocks	530-2459
Huguenot Park	323-1700
Daniel Park at Iron Bridge	271-7554
Rockwood Park	276-6661

After-Hours Parks and Recreation Assistance

After working hours or on weekends, call 748-1624.

Parks and Recreation Advisory Commission (PRAC)

The Parks and Recreation Advisory Commission (PRAC) provides a link between the community and the Parks and Recreation department. The PRAC has two representatives from each magisterial district and one from the School Board. The county Board of Supervisors appoints members to the PRAC for four-year terms. The commission meets monthly to hear concerns, discuss issues and provide input to the department about the operation of parks and recreation services. Citizens are welcome at the meetings, held the first Thursday of each month at 7 p.m., at the Central Library. For more information, contact the department at 748-1623.

Commission Members

Bermuda District

Timothy Mick
Jack Griffin

Clover Hill District

Frank McDavid
Terry Minor

Dale District

Dennis Harding
Bob Terrell

Matoaca District

Tim Russell
Earl Gee

Midlothian District

Ron Maxey
Hadi Yazdan Panah

School Board Representative

Lynn Crump, Chairman

Nondiscrimination/Inclusion Statement

The Chesterfield County Parks and Recreation Department provides opportunities and recreation programs that are open and accessible to all citizens in the county regardless of sex, religion, socioeconomic status or level of physical or mental ability.

Please give us at least three weeks notice prior to the course or program start date to make reasonable accommodations.

An abbreviated version of this brochure is available on audiocassette by calling 748-1623, (TDD) (804) 748-1127.

Registration begins Monday, April 26, 2004

Registration Information

Courses are filled on a first-come, first-served basis. A receipt represents a completed registration. The county charges \$25 for returned checks.

Refunds

Refunds are made when courses are full or canceled. If a change in day, time or location prohibits you from attending, we will be happy to refund your fee. Simply mail your written request at least one week prior to the start of the program.

We guarantee your satisfaction!

If after taking a course, you were dissatisfied with it, you may either transfer to another course or request a refund. Just notify us in writing within one week of the end of the course.

How To Register



By Mail: Complete form below and attach payment or credit card information. No cash, please.



In Person: The Parks and Recreation Administration Building is open weekdays, 8:30 a.m.–5 p.m., and is located at 6801 Mimms Loop in the Chesterfield Government Center.



Drop In: Drop registration form with payment (no cash) in the mail slot at the Parks and Recreation Administration Building.



By Phone: Call (804)748-1623. Have credit card information ready or use Touch-Tone Registration. See page 29.



By Fax: Fax form with credit card information to (804)751-4131.



CHESTERFIELD COUNTY PARKS AND RECREATION DEPARTMENT

Adult Name _____ DOB _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ E-mail _____

Participant Name	Date of Birth Mo/Day/Yr	Sex	Activity Name	Course Number	Activity Location	Start Date	Start Time	Fee
								TOTAL FEES

CREDIT CARD INFORMATION	HOLDERS NAME _____	CHECK ONE: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
	CARD NUMBER _____	EXP. DATE _____
	SIGNATURE _____	

Mail registration form and payment to:
Parks and Recreation Department
P.O. Box 40
Chesterfield, VA 23832

Phone Numbers
(804) 748-1623
(804) 748-1127 TDD
(804) 751-4131 FAX

Make checks payable to:
Chesterfield County Treasurer

Any special accommodations needed? ☐ Yes _____

How would you prefer to learn about the programs and services offered by Parks and Recreation?

Choose one: ☐ Newspaper ☐ Radio ☐ Internet ☐ Mail ☐ TV ☐ Library/Retail Outlet

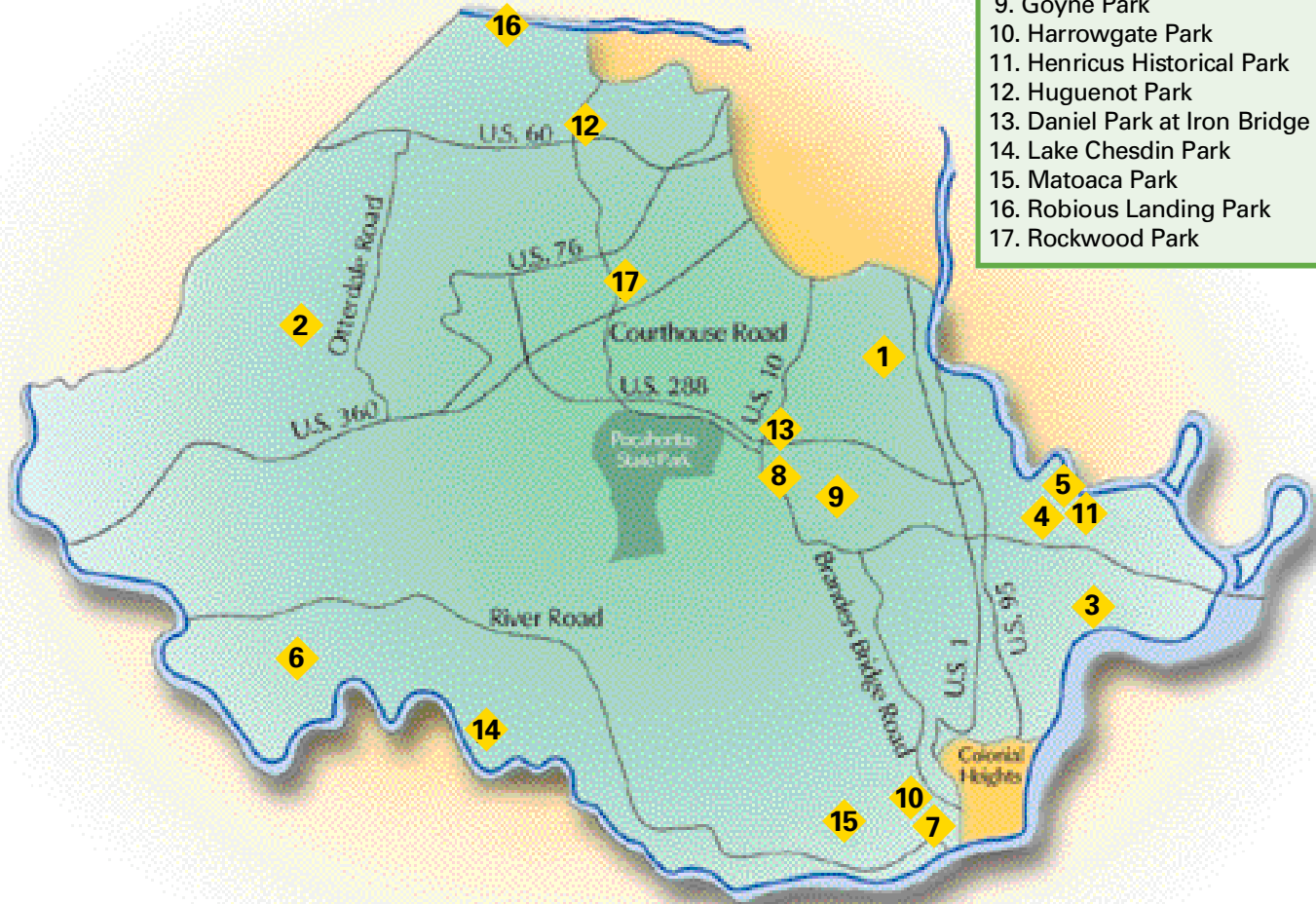
REGISTRATION FORM

Popular Parks and Recreation Sites

For more information call 748-1623 or 748-1624.

Key

1. Bensley Park/Community Building
2. Clover Hill/Horner Park
3. Dodd Park at Point of Rocks
4. Dutch Gap Conservation Area
5. Dutch Gap Boat Ramp
6. Eppington Plantation
7. Ettrick Park/Community Building
8. Fairgrounds/Equestrian Center
9. Goyne Park
10. Harrowgate Park
11. Henricus Historical Park
12. Huguenot Park
13. Daniel Park at Iron Bridge
14. Lake Chesdin Park
15. Matoaca Park
16. Robious Landing Park
17. Rockwood Park



**Chesterfield County
Parks and Recreation**

P.O. Box 40, Chesterfield, Virginia 23832